

CAPPS HR/Payroll & Financials — User Group Meeting Minutes

Thursday, May 25, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- User Group meeting materials are posted on FMX.
 - If you want to be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
 - Special Announcement: The CAPPS Training team is offering Instructor-Lead Training (ILT) sessions for selected CAPPS Financials courses this summer.
 - Courses are remote via Webex and include a hands-on lab component.
 - Course schedule and additional details will be sent out this week via email and available on the CAPPS Training website in the next couple of weeks.
 - For general information about CAPPS Training courses (including self-paced training courses), visit the CAPPS Training website at cappstraining.cpa.texas.gov or email the CAPPS Training team at CAPPS.Training@cpa.texas.gov

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - Reviewed the CAPPS Financials Summary and Trend Report 05/25/21 document.
 - There were 61 high-priority status tickets and 380 active SRs in April.
 - The UAT and IAM efforts accounted for the uptick in opened tickets. As shown on the trend chart, there were 473 SRs opened and 503 closed in April.
 - There were 70 HX recycle tickets closed with only 17 remaining.
- **Governance Approved Enhancements**
 - Reviewed the CAPPS Financials Governance Approved SRs 05/25/21 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 14612 is a *Cash Receipts* module that added a new field to correct the issue that required users to manually update balances after reports were sent with remaining amounts listed. This SR is *Complete* and has moved into Production.
- **Required Maintenance**
 - Reviewed the CAPPS Financials Required Maintenance 05/25/21 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 19436 is for a USPS interface update. The update will avoid frequent failures, users will not receive an error notification informing them of the correction needed. This SR is *In Development* status.

III. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - Reviewed the CAPPS HR/Payroll Summary and Trend Report 05/25/21 document.
 - There were 724 active SRs with 69 in high priority status in March.
 - As shown on the trend chart, there were 671 SRs opened and 659 closed. The IAM UAT efforts accounted for the uptick in opened tickets. With UAT now complete the tickets will be closed.
- **Governance Approved Enhancements**
 - The CAPPS HR/Payroll Governance Approved SRs 05/25/21 document was not shown as there were no updates to discuss.
- **Required Maintenance**
 - Reviewed the CAPPS HR/Payroll Required Maintenance 05/25/21 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SRs 22264, 22265, 22266, and 22267 are all related to project costing fields. The tickets went to Production on May 6. For SRs 22264 and 22265 an issue was discovered and those have reverted to *Rework* status.
 - SR 25366 added Driver's License and State fields to the applicant report. *Completed* on April 27.
 - SR 28227 was for tracking *Time & Labor* updates related to the FFCRA extension, American Rescue Plan Act. This SR was *Completed* on May 6.

IV. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelly)

- Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 05/25/21 document.
- SR 28687 is a *Recruiting* module dealing with 16 OBI reports that CAPPS will retire. To keep functionality, these reports will have alternative reports in their place. For details on why each report has been listed for removal, please see the spreadsheet attachment in the SR. As part of this effort, CAPPS wants to implement a date range for the *requisition filled details* report.

V. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)

- Reviewed the CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 05/25/21 document.
- The project is green and on track for both the soft go-live date on Aug. 09, 2021 and the implementation date on Sept. 01, 2021.
- Key items:
 - This project is now at 83% completion.
 - The CAPPS team has started User Acceptance Testing (UAT). UAT is currently on week 3.
 - The team continues with phase 3 of the system test.
 - The UAT agency sessions continue with the team assisting agencies with different scenarios and processes for UAT.

VI. Project Update: CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard (Karl Thomason)

- Reviewed the CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard 05/25/21 document.
- The code move date is July 08, 2021. The implementation date is July 12, 2021. The project metrics are on track.
- Key items:
 - This project is now at 82% completion.
 - The Conference Room Pilot (CRP) sessions are complete.
 - Conversions and Phase 3 of the system test are also complete.
 - The team is on week 3 of UAT with no issues.

VII. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)

- Reviewed the CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 05/25/21 document.
- Key items:
 - The implementation date was May 12, 2021. This project is at 98% completion and this is the last update since the project is complete.
 - The Deployment team is updating the Recruit application tables and settings to include the new agencies.
 - Post go-live support started on May 13 and will continue through July 6.

VIII. Project Update: CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard (Diana Urban)

- Reviewed the CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard 05/25/21 document.
- The project is green and on track.
- Key items:
 - The project is now at 86% completion.
 - The UAT was continued through May 21 and is now complete.
 - The team is preparing for go-live on June 7.
 - Tasks related to Organizational Change Management (OCM) are ongoing.
 - Support preparations will continue.

IX. Discussion Topic: Deployment Modifications (Helen Sparks/Kelley Martin)

- The Fiscal 2021 deployments will include the following new functionality based on the agencies' customization requests. These customizations will be implemented during the Code Cutover on Thursday, July 8, 2021.
 - SR 26704 is for an *All-Positions Funding* report and a *Vacant Positions Funding* report that will be available to *Commitment Accounting* (CA) managers.
 - SRs 25524 and 25660 adds security for new query trees and provide access for grievance, disciplinary records and action tables.
 - SRs 26704, 25524, and 25559 will be implement on July 8. SR 25660 does not yet have an estimated completion date.
 - SR 25432 and 26528 are fixes for FMLA Rolling Forward Year (FMF).
 - SR 24882 and 27677 are relating to an update to SPRS for support to out of state tax and local tax processing.
 - SE 24357 creates primary roles and permissions for Fiscal 2021 onboarding agencies.

X. Discussion Topic: Financials Updates (CAPPS Financials Support Team)

- UAT testing in an important step in the migration of a work effort from testing to production. For work efforts related to SRs that affect all agencies, it's important that all agencies track and test in UAT when the SR has migrated to UAT.
 - There is a 10-business day timeframe for agencies to complete testing for most items that migrate to UAT. Agencies should ask their Level 1s to add notes to the SR to let CAPPS Support know if the agency is impacted by testing dates or if the SR does not apply to your specific business process.
- Application Change Request (ACR) 60472 for the Uniform Statewide Accounting System (USAS) gives users the option to reserve batch numbers for the input record (INREC) files.
 - USAS now provides the option to set reserve batch numbers that cannot be entered online fixing the issue surrounding duplicate batch numbers. This fix migrated to Production on May 20.

- The new Titles (D53) profile allows agencies to reserve up to 5 single, or 5 ranges, of batch numbers exclusively for use in INREC files. USAS issues a fatal error when a user attempts to create a batch ID through the 500 screen that uses a reserved batch number. Users must enter an unreserved batch number to proceed with the online data entry.
- Three ranges of batch IDs coming from CAPPs Accounts Payable, General Ledger and Budget batches. CAPPs sent out recommendations of batch numbers to agencies for approvals through SRs.
- Once the required approvals are received from all CAPPs agencies and Fiscal Management's approval is obtained, CAPPs Production support will present a Central Profile Action Request form (CPAR). This allows all the initial D53/EXBN entries made for all CAPPs agencies.
- Several agencies have requested help with locating the Financials' worklist. Once tiles were introduced with the new portal last year, some users stated that they could not see the worklist entry. After investigating the issue, the CAPPs team discovered that agencies reporting this issue were navigating to HR/Payroll worklist when attempting to find to the Financials worklist and vice-versa.
 - To navigate to the correct worklist there are four steps:
 1. Click on the **Navigation bar**.
 2. Click **Navigation**.
 3. Click **Financials** or **HR/Payroll**.
 4. Scroll to the worklist. If you are HR/Payroll you cannot view Financials and vice versa.

XI. Discussion Topic: American Rescue Plan Act Update (Danette McWilliams)

- FFSIL has been entered to remove any unused FFCRA balances as of March 31. Payroll changes are in development and American Rescue Plan Act training sessions will be rescheduled. The new training sessions are targeted for June. Once dates are established, an email update will be sent to announce the rescheduled dates.

XII. Discussion Topic: CAPPs NOC Process (Hari Gopal)

- The process reads the Notice of Change (NOC) information coming from the Bank Returns File received via the Treasury system and the process automatically makes the updates on the Employees Direct Deposit page in the CAPPs system. The report will be available for agency review. Agency users need to log-in on the CAPPs deposit page and make updates, as needed.
- Agencies that have changes to their employee's direct deposit in June are encouraged to test the NOC file.
- The CAPPs HR/Payroll team will have a session to discuss changes and details relating to the NOC process.
- UAT is scheduled to begin on June 11 and conclude on July 2. The implementation date will be July 15.

XIII. Discussion Topic: IAM/TDIS Project Update (IAM Project Team)

- The implementation of Texas.gov Digital Identity Solution (TDIS) impacts all CAPPs users, since the IAM/TDIS login is the only way to access CAPPs once IAM is deployed. It is critical for each agency to ensure messaging is broadcast to all its users.
- Key points:
 - All CAPPs users will receive an initial account enrollment email on the morning of June 7. Users must select the expiring link within 72 hours of receiving the email.
 - An enrollment report will be provided to each agency prior to the initial 72-hour expiration.
 - An additional enrollment report will be also provided after the expiration window for listing all remaining users that are not yet enrolled.

- CAPPs downtime for Production and Non-Production will occur June 4 (at 5:00 p.m.) through June 7 (at 8:00 a.m.). Batch jobs will run on Friday (as usual) and be available when CAPPs is back online the following Monday morning.
- Delegated Administrators (DA) need to be prepared to support a large influx of user requests beginning the morning of June 7.
- As a reminder, the DA roles and responsibilities include the following key points:
 - A listing of all the users at their agency, using a search feature to locate a specific employee.
 - Ability to locate other DA users, but no ability to take actions for them or reset their password.
 - DAs need to be prepared to support agency and users beginning on the morning of June 7.
 - Each agency needs to identify its DAs for Production and submit the roles as soon as possible (no later than June 2).
 - For additional assistance for DAs, contact the CAPPs HR/Payroll Help Desk by email at CAPPs.HELP@cpa.texas.gov or call 512-463-2277 (and select option 3).
- Users that currently have the UAT role will receive an enrollment email specific to the Production environment at go-live. The account the user creates in the non-production environments for UAT will not be impacted. If the user has also been granted access to the CAPPs Maintenance (MNT1) environment, that option will appear on their non-production account dashboard on June 7 since MNT1 is being deployed along with the Production environments.
- A template for an IAM announcement email was provided in the Level 1 message. Revised versions of this template will be sent out after this meeting and will include an update to the original message, as well as a version suitable for communications to terminated employees.
- During the week of May 17, each agency was provided a list of terminated users to assist them with planning notifications to those users. Those lists are available inside each agency's IAM UAT SR.
 - Terminated users that do not have an email address in the CAPPs System on June 4 will not receive the enrollment email on June 7.
 - For users that terminate from the agency between May 17, 2021 and the go-live on June 7, 2021, the agency is responsible for monitoring its change of email updates if the agency wants those users to receive the enrollment notification on June 7.
 - Email addresses can be added later, as needed.
- Organizational change management information and support documents can be found on the FMX's [CAPPs IAM/TDIS Implementation](#) page.
- The presentation shown for IAM/TDIS at today's User Group meeting will be distributed by email and posted on FMX' CAPPs User Group Meeting page for May 25, 2021.

XIV. Upcoming Meetings

- Tuesday, June 22, 2021 — CAPPs HR/Payroll User Group meeting.

NOTE: CAPPs Level 1 Support Staff Training will be scheduled following this meeting.
- Thursday, June 24, 2021 – CAPPs Financials User Group meeting.